

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
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1. TITLE		2. IDENTIFICATION NUMBER		
Leisure Travel In Conjunction With Official Military Travel		DI-MISC-81558		
3. DESCRIPTION/PURPOSE				
3.1 This report is designed to supply use and cost data on air travel sales and non-air components (lodging, car rental, rail, bus, ship, and tours). The principle use is to provide the leisure travel activity a basis for review and evaluation of compliance in providing (a) lowest fares, and (b) concession fees.				
4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
073097	F-AFSVA/SVPCO			
7. APPLICATION/INTERRELATIONSHIP				
7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.				
7.2 This DID is applicable to sales of leisure travel in conjunction with official travel.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER
		N/A		F7283
10. PREPARATION INSTRUCTIONS				
10.1 <u>Format</u> . The report shall be similar to Figures 1 and 2. Electronic format shall be ASCII with fields delimited by commas.				
10.2 <u>Content</u> . The report shall consist of two parts and include the following:				
10.2.1 <u>Part I - air travel sales</u> . Leisure travel - (military installation) - (sales month).				
Item 1 - sales location. The office where sales were generated.				
Item 2 - invoice number. The number obtained from travel itinerary.				
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11. DISTRIBUTION STATEMENT				
DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				

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Block 10, Preparation Instructions - (Continued)

Item 3 - invoice date. The date obtained from travel itinerary.

Item 4 - ticket number. The number obtained from ticket stock.

Item 5 - number of passengers booked. The total number of passengers provided travel arrangements.

Item 6 - gross fare. The total dollars paid by the customers for all services rendered or goods sold, whether paid to the contractor or paid to the actual service provider or retailer based upon arrangements made by the contractor.

Item 7 - base fare. The least costly fare available at the time an airline reservation is made.

Item 8 - concession fee. The amount paid to a designated morale, welfare, and recreation fund stated as a percentage of gross unofficial sales collected by the contractor.

Item 9 - totals. The sum total of all items identified.

10.2.2 Part II - non-air travel sales. Unofficial/leisure travel - (military installation) - (sales month).

Item 1 thru 3. Same entries as Part I.

Item 4 - Same entry as Part I, Item 5, for non-air items.

Item 5 - travel category code. One of the following codes:

C = cruise/ship	A = auto rental
T = tour	M = miscellaneous
R = rail	B = bus
L = lodging	

Item 6. Same entry as Part I for non-air items.

Item 7. Same entry as Part I, Item 8 for non-air items.

Item 8. Same entry as Part I, Item 9 for non-air items.

Air Travel Sales
Unofficial/Leisure Travel
Randolph Air Force Base
July 1997

<u>ITEM NUMBER</u>	<u>ENTRY</u>
1	LEISURE TRAVEL OFFICE
2	0018997
3	28 JUL 97
4	30158700806
	30358700807
	30358700808
5	3
6	\$1908.00
7	\$1800.00
8	\$54.00 (3%)
1	BLDG 499
2	0019997
3	28 JUL 97
4	30158700805
5	1
6	\$530.00
7	\$500.00
8	\$15.00 (3%)
9	@2408.00

FIGURE 1. Sample air travel sales for unofficial/leisure travel

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Block 10, Preparation Instructions - (Continued)

Non-Air Travel Sales
Unofficial/Leisure Travel
Randolph Air Force Base
July 1997

<u>ITEM NUMBER</u>	<u>ENTRY</u>
1	LEISURE TRAVEL OFFICE
2	0018997
3	28 JUL 97
4	3
5	A
6	\$400.00
7	\$12.00 (3%)
1	BLDG 499
2	0019997
3	28 JUL 97
4	1
5	A
6	\$600.00
7	\$18.00 (3%)
8	@ 1000.00

FIGURE 2. Sample non-air travel sales for unofficial/leisure travel